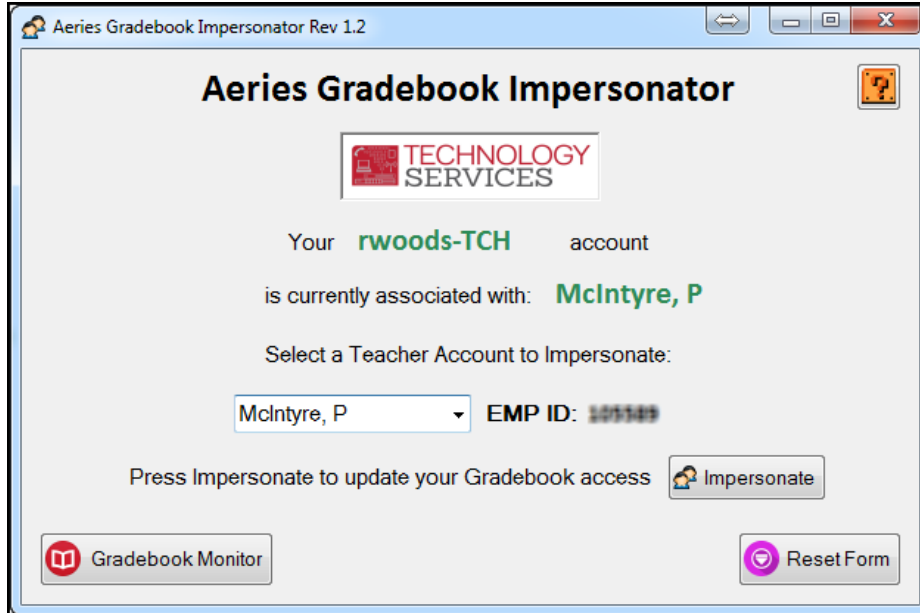


Aeries Gradebook Impersonator – User



1. The form will tell you which account your '*username*-TCH' is currently assigned to, check the name next to 'is currently associated with:' to see this account.
2. Use the drop-down box to select the **Teacher Account** that you want to **Impersonate**.
3. Once a teacher name is selected, press the '**Impersonate**' button to update your access.
4. The form will update and notify you which account your '-TCH' account is associated with, you may then click on the '**Teacher Portal URL**' picturebox to launch the **Teacher Portal URL**.
 - a. The *username*-TCH label is clickable, and if clicked it will copy your *username*-TCH account to the clipboard to be pasted into the **Teacher Portal URL**.

Reset Form: This will reset the form, allowing the user to select another teacher account to impersonate.

GB Monitor: Clicking the '**Gradebook Monitor**' button will open the Gradebook Monitor form.

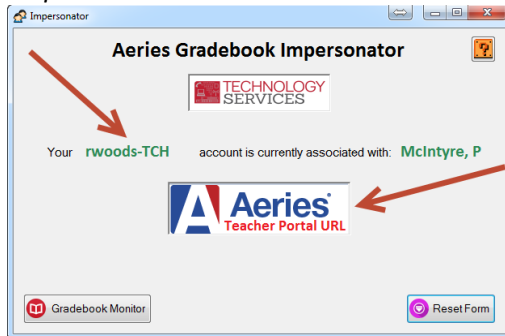
Help: Clicking the Help button will launch Documentation pertaining to this '**Aeries Gradebook Monitor**' form.

Aeries Gradebook Impersonator – User

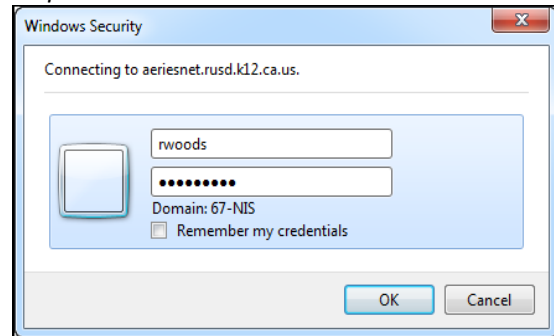
To **Access the Teacher Portal** with your **Impersonator** access:

1. The Aeries logo “**Teacher Portal URL**” will launch the Teacher Portal URL (*click it*)
 - a. *Optionally*, clicking on the username-TCH (*in green*) will copy that username to the clipboard.

Step 1



Step2



2. After launching the Teacher Portal URL, you should be prompted with a dialog box for user credentials (*step 2 pic above*), enter your Active Directory password (*the same password used to log into a computer, and the same password for your RUSD email*).
3. You will then want to uncheck the ‘**Use Windows Authentication**’ checkbox, and enter (*paste in*) your username and password (in the username-TCH / password format). Then click ‘**Sign-In**’

Username: username-TCH
Password: username